

March 25, 2010

Re: **Spring 2010 Operation Releaf Tree Project**

This is to inform you that the city of West Lafayette is requesting quotes for the 2010 Operation Releaf Tree Project. **Sealed** quotes must be submitted to:

Judith Rhodes, Clerk-Treasurer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

Be sure to mark the outside of the envelope with Sealed Quote for 2010 Operation Releaf Tree Project. Quotes will be opened at the Board of Works meeting scheduled for **8:30 a.m. on Monday, April 5, 2010**. A detailed spreadsheet with specific address information for each tree and a City purchase order will be issued to the contractor with the most responsive and responsible quote. The City reserves the right to waive any and all irregularities in the quote process and procedures.

Specifications for the material list are attached. Planting standards and general conditions are available at www.westlafayette.in.gov/departments/engineering (see the last pages of the Typical Construction Guidelines & Details). Please call our office if you require a copy.

- We require that the trees are planted with the root flare at soil level which means the top of the root ball must be excavated. We will be inspecting for this after planting. If you are not willing to do so, or if this voids your warranty, please elect not to quote on the project.
- 101 shrubs or perennials will be delivered (not planted) to the Parks Barn on Kalberer Road.
- The rest of the plant material will be planted in various locations in the City between the curb and the sidewalk.
- Landscaper is responsible for all utility locates.
- The location of each tree will be marked on the ground before planting.
- Trees are 1.5" caliper, B&B, and must meet ANLA standards
- Note the alternate for bareroot trees.
- Trees shall be mulched with a 3" layer of shredded hardwood bark mulch in a 3' circle.
- A gator (available at no cost from the Parks Barn) shall be placed on each tree, filled with water at the time of planting and filled by the landscaper throughout the 2010 growing season.

- Trees will be staked with three stakes (also available no cost from the Parks Barn) following the guidelines in the city standards.
- Substitutions for specified plants will only be permitted with prior approval from the Greenspace Administrator.
- All quotes are to include costs of materials, installation and a guarantee of the material for one year from the completion of the entire project.
- Work should be completed by June 1, 2010

On the enclosed quote form, please provide the unit price for each tree to add or deduct from the final price in the event of changes after quoting. The Contractor shall carry all necessary city insurance coverage and provide a certificate of insurance to the City of West Lafayette per the attached insurance requirements.

Please call with questions. Thank you!

Sincerely,

Beverly J. Shaw
Greenspace Administrator
Department of Development

CC: Judith Rhodes
Board of Works
Chandler Poole
Joe Payne
Eric Burns

QUOTE FORM AND UNIT PRICES
2010 Operation Releaf Planting Project
BASE BID

Company Name: _____

Address: _____

Phone: _____

Signature: _____

Printed Name/Title: _____

Each contractor shall complete this form. The total Base Bid amount should include the cost necessary to complete all work described by these documents including installation, mulching and staking. Unit prices shall apply to addition or deductions, by change order, to the contract as required/requested by the Owner.

BASE BID WITH B&B TREES

Qty	Size/ Caliper	Common Name	Latin	Cost Each	Total	Delivery to barn
14	1 gal	Coreopsis 'Moonbeam'			\$0.00	X
5	1 gal	Dianthus 'Bath's Pink'			\$0.00	X
16	1 gal	Hemerocallis 'Ruby Stella'			\$0.00	X
12	3 gal	Japanese Garden Juniper	<i>Juniperus procumbens 'Nana'</i>		\$0.00	x
6	3 gal	Juniperus 'Blue Star'			\$0.00	X
27	3 gal	Red Flower Carpet Rose			\$0.00	X
9	3 gal	Rosa 'Red Flower Carpet'			\$0.00	X
12	1 gal	Salvia 'May Night'			\$0.00	X
6	3 gal	Chokeberry	<i>Aronia melanocarpa</i>		\$0.00	
5	3 gal	Cotoneaster	<i>Cotoneaster divaricatus</i>		\$0.00	
5	3 gal	Beautybush	<i>Kolkwitzia amabilis</i>		\$0.00	
12	3 gal	Bayberry	<i>Myrica pensylvanica</i>		\$0.00	
5	3 gal	Dwarf Korean Lilac	<i>Syringa meyeri 'Palibin'</i>		\$0.00	
134		Subtotal			\$	
1	1.5" B&B	Freeman Maple	<i>Acer x freemanii</i>		\$0.00	
10	1.5" B&B	Serviceberry, single stem	<i>Amelanchier</i>		\$0.00	
1	1.5" B&B	European hornbeam	<i>Carpinus betulus</i>		\$0.00	
1	1.5" B&B	American hornbeam	<i>Carpinus caroliniana</i>		\$0.00	
1	1.5" B&B	Hackberry	<i>Celtis occidentalis</i>		\$0.00	
1	1.5" B&B	Katsura	<i>Cercidiphyllum japonicum</i>		\$0.00	
1	1.5" B&B	Redbud, single stem	<i>Cercis canadensis</i>		\$0.00	
3	1.5" B&B	Crusader Hawthorn	<i>Crataegus 'Crusader'</i>		\$0.00	
3	1.5" B&B	Ginkgo	<i>Ginkgo biloba</i>		\$0.00	
2	1.5" B&B	Skyline Honeylocust	<i>Gleditsia 'Skyline'</i>		\$0.00	
6	6' B&B	Juniperus ch. 'Keteleeri'	<i>Juniperus ch. 'Keteleeri'</i>		\$0.00	
5	1.5" B&B	Sweetgum	<i>Liquidambar styraciflua</i>		\$0.00	
5	1.5" B&B	Tulip	<i>Liriodendron tulipifera</i>		\$0.00	

Qty	Size/ Caliper	Common Name	Latin	Cost Each	Total	Delivery to barn
3	1.5" B&B	Robinson Crab	<i>Malus 'Robinson'</i>		\$0.00	
3	1.5" B&B	Spring Snow Crabapples on 'SproutFree' rootstock	<i>Malus 'Spring Snow' (sproutfree)</i>		\$0.00	
4	1.5" B&B	Crabapple 'Sugar Tyme'	<i>Malus 'Sugar Tyme'</i>		\$0.00	
6	1.5" B&B	London Planetree 'Ovation'	<i>Platanus x acerifolia</i>		\$0.00	
2	1.5" B&B	Shingle Oak	<i>Quercus imbricaria</i>		\$0.00	
13	1.5" B&B	Northern Red Oak	<i>Quercus rubra</i>		\$0.00	
5	1.5" B&B	Ivory Silk Tree Lilac	<i>Syringa reticulata 'Ivory Silk'</i>		\$0.00	
10	1.5" B&B	Elm 'Homestead'	<i>Ulmus 'Homestead'</i>		\$0.00	
2	1.5" B&B	Zelkova	<i>Zelkova serrata</i>		\$0.00	
	CY	Blended Compost to fill Adopt-A-Spot at Lindberg & Salisbury			\$0.00	
88		Total Base Bid			\$	
ALTERNATE WITH BARERoot TREES						
1	1.5" BR	Freeman Maple	<i>Acer x freemanii</i>		\$0.00	
10	1.5" BR	Serviceberry, single stem	<i>Amelanchier</i>		\$0.00	
1	1.5" BR	Katsura	<i>Cercidiphyllum japonicum</i>		\$0.00	
1	1.5" BR	Redbud, single stem	<i>Cercis canadensis</i>		\$0.00	
2	1.5" BR	Skyline Honeylocust	<i>Gleditsia 'Skyline'</i>		\$0.00	
3	1.5" BR	Robinson Crab	<i>Malus 'Robinson'</i>		\$0.00	
3	1.5" BR	Spring Snow Crabapples on 'SproutFree' rootstock	<i>Malus 'Spring Snow' (sproutfree)</i>		\$0.00	
4	1.5" BR	Crabapple 'Sugar Tyme'	<i>Malus 'Sugar Tyme'</i>		\$0.00	
2	1.5" BR	Shingle Oak	<i>Quercus imbricaria</i>		\$0.00	
13	1.5" BR	Northern Red Oak	<i>Quercus rubra</i>		\$0.00	
5	1.5" BR	Ivory Silk Tree Lilac	<i>Syringa reticulata 'Ivory Silk'</i>		\$0.00	
10	1.5" BR	Elm 'Homestead'	<i>Ulmus 'Homestead'</i>		\$0.00	
2	1.5" BR	Zelkova	<i>Zelkova serrata</i>		\$0.00	
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Insurance Requirements

Commercial General Liability (Occurrence Form)

Each Occurrence	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000

- ◆ Coverage shall be subject to a per project or vendor general aggregate provision that names all jobs performed by subcontractor if applicable
- ◆ Name the City of West Lafayette, Indiana as an Additional Insured.
- ◆ The insurance will be considered Primary before any other applicable coverage

Automobile Liability

\$1,000,000 each accident

- ◆ If subcontractor at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage.
- ◆ Include Hired and Non-Owned auto liability coverage

Workers Compensation and Employer's Liability

Workers Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana

Umbrella Liability

Each Occurrence and Aggregate	\$1,000,000
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emailed 3/25/10 to list

Jeff Freel
Bellinger's
4902 SR 25 W
Lafayette, IN 47909

Gardenart
5720 N CR225 West
West Lafayette, IN 47906

Kirk Young
Lawn & Shrub
3721 N 500 E
Lafayette, IN 47905

Exterior View
Attn: Dwight
2750 N. 9th St. Rd.
Lafayette, IN 47904

Jenkins Country Gardens
7495 N 600 E
Pine Village, IN 47975

Craig Whitten
TerraCraft, Inc.
317 Winesap
Lafayette, IN 47905

Bennett's
Attn: Scot
3651 McCarty Lane
Lafayette, IN 47905